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ABSTRACT

Included in this user's guide to the Jones Microtext Center at Dartmouth College are instructions on how to locate and use items in the microtext collection and descriptions of the center's holdings and other services. The types of microform are defined, and the use of both the card and serials catalogs are explained. These various collections, identified by source, are presented with a brief scope note: journals, newspapers, personal papers, theses, American Periodical Series, American Statistics Index Microfiche Library, British Sessional Papers, Early American Imprints, English Books, English Literary Periodicals, Educational Resources Information Center (ERIC), Envirofiche, Human Relations Area Files, Library of American Civilization, Underground Newspaper Collection, United Nations publications, U.S. congressional committee publications, and U.S. Joint Publications Research Service. Other services and facilities of the Center include a collection of college catalogs, a videotape player and slide viewer, a fiche duplicating service, portable microform readers, and cassette music tapes. A diagram of the center and the hours of its operation are also provided. (JD)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

A User's Guide to the JONES MICROTEXT CENTER

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June 1978

I. INTRODUCTION

The Jones Microtext Center, which opened in 1975, is considered one of the finest. Housed in Baker Library, the Microtext Center is named in memory of Berkeley Fairfax Jones '25. Included in this fine facility are microform and newspaper reading rooms and storage rooms for microform and for newspapers.

The Jones Microtext Center is located at the northeast end of the lower floor of Baker Library. The collection includes newspapers, journals, books, theses, personal papers, U.S. and foreign government documents, and news digests.

HOURS

When College is in session

Monday - Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

When College is not in session

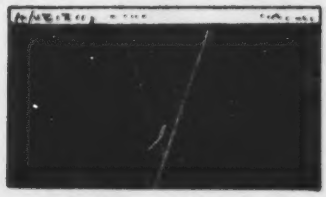
Monday - Friday	8:00 a.m. - 5:00 p.m.

II. TYPES OF MICROFORM

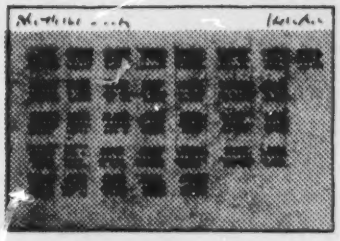
Microform material is information stored in reduced size on photographic film. Microform is a general term for the three basic types: microfilm, microfiche, and micro-opaque.

Microfilm is a negative or positive micro-photograph on strip film mounted on reels which are either 16 or 35 mm wide. Positive film has black print on a white background whereas negative film has white print on a black background. Dartmouth's collection of microfilm includes newspapers, magazines and journals, theses, personal papers, and other collections.

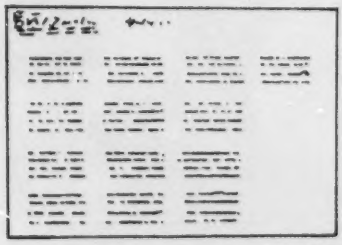
Microfiche is a translucent card or sheet containing microimages of a consecutive number of pages in a grid pattern. Microfiche can be positive or negative, and normally the pages go from left to right across the fiche. Items published on microfiche include government documents, some periodicals, and collections such as Envirofiche and the Human Relations Area Files.



Ultrafiche, a type of microfiche, contains images reduced ninety times or more. One can have up to 1,000 pages on a 3" x 5" ultrafiche. The Library of American Civilization and the Library of English Literature are on ultrafiche.



Micro-opaques are white cards with microimages arranged in a similar manner to those on a microfiche. Micro-opaques which are 3" x 5" are called microcards, and 6" x 9" micro-opaques are called microprints. Micro-opaques can have information on both sides since they are not translucent. The Microtext Center has three major collections on microprint: the British Sessional Papers, the Early American Imprints, and the United Nations Publications. The microcard collection includes books and periodicals as well as a set entitled Microcard Publications of Primary Records in Culture and Personality, which includes psychological studies of people in non-European cultures.



III. Locating Items in the Microtext Collection

A. Material Listed in Catalogs

Items housed in the Microtext Center are listed in either the microfiche Catalog of Serials or the main card catalog of Baker Library. However, books which are part of special microform collections are not listed in the card catalog. Each of these collections is cataloged as one work and the title of the collection is listed in the card catalog. The individual works that make up the collection, however, are not listed separately in the card catalog. Guides to the collections are available and should be consulted to determine

if an individual work is part of a larger collection. One example of a special microform collection is the Library of American Civilization, an ultrafiche collection of more than 15,000 books, pamphlets, and periodicals, none of which are listed in the card catalog. A guide which lists the individual works in the collection by author, title, and subject is available.

Most periodicals housed in the Microtext Center are listed in the Catalog of Serials. There are, however, a few exceptions. One should not hesitate to ask a reference librarian for assistance if unable to find a book or periodical listed in the card catalog or Catalog of Serials.

B. USING THE CARD CATALOG

If an item is located in the Microtext Center, this will be indicated by a prefix to the call number, which appears on the upper left corner of the catalog card. Typical call numbers for microform are:

Microfilm	Microfiche	Microcard	Microprint
972r	386f	663c	13b

The letter which follows the number serves also as a guide to the microformat of the item. An "r" (which stands for reel) means it is a microfilm, an "f" or a "bf" means it is a microfiche, a "c" means it is a microcard, and a "b" means it is a microprint.

When a microform is to be found in a branch library, the location is indicated over the call number, e.g.:

Dana	Bus-Engr.
Microfilm	Microfilm
684r	183r

If one needs help using either the card catalog or the Catalog of Serials, one should consult the guide Locating Books and Serials in the Dartmouth College Library. Copies can be obtained in the Reference Department at the east end of the main floor. Never hesitate to ask a reference librarian for assistance.

C. USING THE CATALOG OF SERIALS

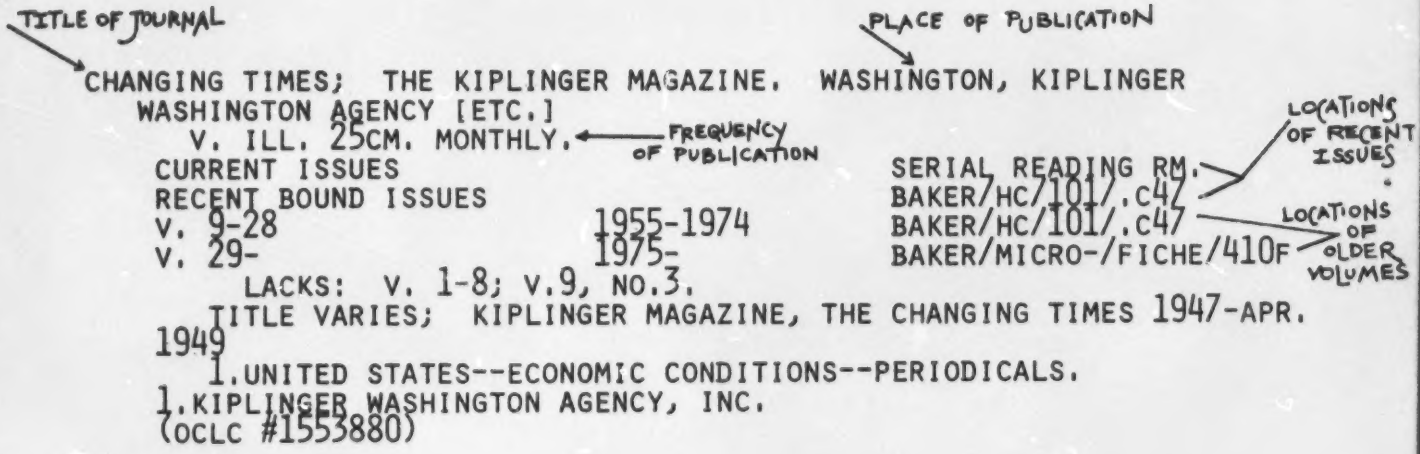
The Catalog of Serials lists all serials in the Dartmouth College Library. A serial can be a journal, a magazine, a newspaper, an annual, a numbered report, or a publication issued regularly in new editions. Copies of the Serials Catalog, which is on microfiche, may be found at the east end of the main hall, behind the information desk, in the Microtext Center, and in all branch libraries.

Although the call numbers of microform serials follow the same pattern as those for collections and books, the name of the library where the

item is located is given for Baker as well as the branch libraries, e.g.:

BAKER/MICRO-/FILM/2402R.

A typical entry from the Catalog of Serials:



One should read the entire entry in the Catalog of Serials to ascertain the location of the desired issue of the serial.

IV. USING ITEMS IN THE MICROTEXT COLLECTION

A. RETRIEVAL OF MICROFORM

The call number of the microform item must be given to the assistant, who will retrieve it. It is helpful to indicate what the material is (e.g., a newspaper, a journal, a thesis).

There are some newspapers which readers may retrieve themselves. These are located in the gray cabinets on the sides of the microform reading room. These newspapers are the ones most often used: the Boston Globe,

the Chicago Tribune, the Los Angeles Times, the New York Times, the Manchester Union Leader, the San Francisco Chronicle, the Times (London), and the Washington Post. (See the Microtext Center diagram for the location of each newspaper.)

B. READERS

Most of the microform readers in the Microtext Center are located in the carrels in the center of the microform reading room. There are different types of readers for the various types of microform (microfilm, microfiche, and micro-opaque). Some of the readers bear specific instructions. An assistant is always available to aid in using the readers.

C. PRINTERS

Just as one can make a photocopy of a page in a book, one can also make a copy of an image on microform. The Microtext Center has printers for microfilm, microfiche, and micro-opaque. Copies are five cents per page, which should be paid to the assistant.

D. CARE OF MICROFORM

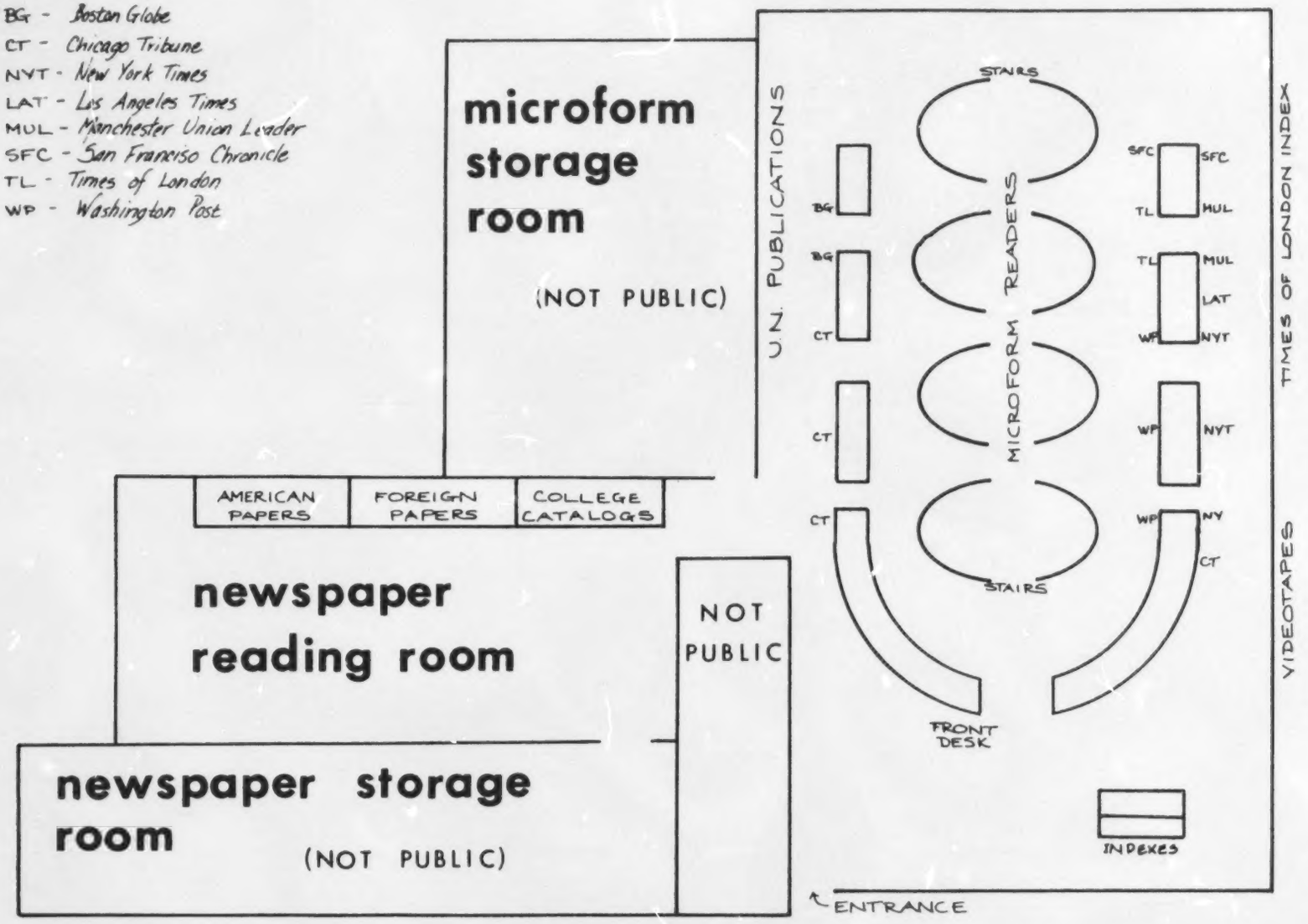
Microform can be easily scratched. One should be gentle when using any kind of microform and avoid touching the printed surfaces.

After using a reel of microfilm the film should be rewound and replaced in its box. All microform should be returned to the front desk.

V. Diagram of the Jones Microtext Center

Newspaper Key:

BG - *Boston Globe*
CT - *Chicago Tribune*
NYT - *New York Times*
LAT - *Los Angeles Times*
MUL - *Manchester Union Leader*
SFC - *San Francisco Chronicle*
TL - *Times of London*
WP - *Washington Post*



VI. MICROFORM COLLECTIONS

A. JOURNALS

The Microtext Center receives over two hundred journals in either microfilm or microfiche. Back issues (in paper) of many of these journals are located in the stacks. Current issues are received in paper and are retained, generally, for five years.

Current issues of journals are not received in microform until several months to a year after publication. Issues not yet available in microform can be found in paper in the stacks. Very recent issues of a number of journals are located in the serials reading room.

Some journals have indexes on microfilm, usually at the beginning of the reel. Others have indexes in paper, which are generally located in the stacks.

To retrieve the journal, the assistant must know the title and issue of the journal.

B. NEWSPAPERS

Over fifty-five current newspapers, both domestic and foreign, are received on microfilm. In addition, there are many microform collections of newspapers which have ceased publication, some dating back to the eighteenth century. Most of these older newspapers are on microfilm, although some are on microprint. Newspapers in the Dartmouth College Library collection are listed in the Catalog of Serials.

Recent paper issues of newspapers can be found in the newspaper reading room. A doorway on the west wall of the microform reading room leads to the newspaper reading room. There one will find current newspapers from major cities in the U.S. as well as local and foreign newspapers. The following papers are received daily: the Boston Globe, the Boston Herald American, the Dartmouth, the Manchester Union Leader, the New York Times, the Valley News, and the Wall Street Journal. Other newspapers arrive by mail, and consequently may be from one day to a week late. Foreign newspapers may be a month or more late. On page nine is a list of the current domestic and foreign newspapers which the Microtext Center receives.

Paper copies of newspapers are retained until the microfilm arrives. The assistant can check if a microfilm copy has arrived and will retrieve the paper copy if it has not.

Newspaper indexes are located on the table at the southeast corner of the microform reading room. The indexes for the Times (London) are to be found along the east side of the microform reading room. The indexes for the New York Times are located in the Reference Room. Newspaper articles are indexed by subject. Each individual article on the topic is listed with the date of publication and the page number and column number in the newspaper.

The Microtext Center also maintains a collection of eighteenth- and nineteenth-century newspapers in paper, particularly ones from New England, New York, Philadelphia, and Washington, D.C. Most of these newspapers are listed in the Catalog of Serials. In the Microtext Center, there is also a chronological list of newspapers owned by the Dartmouth College Library.

CURRENT NEWSPAPERS IN THE MICROTEXT CENTER

American

The Advocate
The Afro-American (3034r)
Akwesasne Notes (2247r)
The Atlanta Constitution (448r)
Bilalian News (1133r)
The Boston Globe (972r)
The Boston Herald American
The Boston Phoenix (3399r)
Chicago Defender (1139r)
Chicago Tribune (456r)
The Christian Science Monitor (1122r)
Concord Daily Monitor (170r)
The Connecticut Valley Reporter
The Dartmouth (481r)
The Evening Bulletin
Granite State Gazette (1121r)
Human Events (1101r)
Labor (2108r)
Los Angeles Times (2065r)
Manchester Union Leader (227r)
New Hampshire Times (2166r)
New York Amsterdam News (1143r)
The New York Times (154r)
Pittsburgh Courier (255r)
Rolling Stone (1145r)
Rutland Herald (991r)
St. Louis Post Dispatch
San Francisco Chronicle (504r)
Valley News (209r)
Variety (533r)
Village Voice (1103r)
The Wall Street Journal
The Washington Post (325r)
The Weekly People

Foreign

Corriere Della Sera (1138r)
Le Devoir (860r)
Le Figaro
Frankfurter Allgemeine (323r)
The Globe and Mail (488r)
Izvestia (167r)
The Japan Times (2335r)
The Jerusalem Post (615r)
Kayhan (3102r)
Krasnaia Zvezda (190r)
Literaturnaia Gazeta (476r)
Manchester Guardian (579r)
Le Monde (169r)
Le Monde Diplomatique (5015r)
The Montreal Star
La Nacion (168r)
Les Nouvelles Litteraires (534r)
Novoye Russkoe Slovoe
The Observer (622r)
Organizer (1069r)
The Overseas Hindustan Times (1013r)
El Pais
Pravda (166r)
Russkaia Mysl'
The Times (London) (215r)
The Times Educational Supplement (225r)
The Times Higher Educational Suppl. (3078r)
The Times Literary Supplement (223r)
The Times of India (1012r)
To Vima
Die Zeit

C. PERSONAL PAPERS

The Microtext Center has a number of collections of personal papers on microfilm. Presidential papers include those of Chester Arthur, Warren Harding, Andrew Jackson, and Franklin Pierce. One can also find the papers of a number of persons associated with Dartmouth, such as William Jewett Tucker, Daniel Webster, and Eleazar Wheelock. In addition, there are the papers of some prominent figures in American history: the Adams family, Earl Browder, Henry Knox, Timothy Pickering, etc.

Collections of personal papers are listed in the card catalog. Most collections have guides which can be found on the table at the southeast corner of the microform reading room.

D. THESES

The Microtext Center maintains a microfilm collection of master's and doctoral theses on a wide variety of subjects. Theses are listed in the card catalog under author, title, and subject.

The Microtext Center also has Comprehensive Dissertation Index, a computer-generated index by key words and authors, which attempts to list all dissertations accepted at universities of the U.S. from 1861 to 1972.

E. AMERICAN PERIODICAL SERIES

The American Periodical Series is a collection of periodicals published in America during the eighteenth and nineteenth centuries. The collection is divided into two sets, the American Periodical Series, Eighteenth Century (173r) and the American Periodical Series, 1800-1850 (767r). Periodicals in this collection are listed individually in the Catalog of Serials which lists reel numbers.

In addition, guides to the American Periodical Series are located in both the Microtext Center and the Reference Room (Ref./Z/6951/.W47). Another useful tool is Poole's Index to Periodical Literature (Ref./AI/3/.P7), a subject index to nineteenth-century periodicals.

To retrieve the microfilm, the assistant in the Microtext Center must know if the periodical is in the eighteenth- or nineteenth-century set and its reel number.

F. AMERICAN STATISTICS INDEX MICROFICHE LIBRARY

The American Statistics Index Microfiche Library (348f) is a collection of non-depository U.S. government documents dealing with statistical data. Non-depository items are publications which are not offered by the Superintendent of Documents as depository items and which the library is not likely to own except as part of the ASI microfiche collection. Indexes for ASI are located in the serials reading room, and a display there explains their use. Only entries in the index which are not marked with a bullet (•) are on ASI microfiche. The assistant in the Microtext Center needs the index year and the ASI number listed in the index to retrieve the document. The ASI microfiche collection begins in 1974, although it contains some pre-1974 documents.

G. BRITISH SESSIONAL PAPERS

The Microtext Center has a microprint collection of the bills, reports, accounts, and papers of the House of Commons of the British Parliament. The British Sessional Papers (6b) begins in 1731.

Indexes for the British Sessional Papers are located in the Reference Room (Ref./J/301/.K6, Ref./J/301/.M3, Ref./Z/2009/.G681, for example). There are also indexes in microprint located with the papers in the Microtext Center.

H. EARLY AMERICAN IMPRINTS

Early American Imprints is a microprint collection of books, pamphlets, and periodical publications printed in America from 1639 to 1819. The collection is divided into two series. Early American Imprints, 1639-1800 (4b) includes the works listed in Charles Evans' American Bibliography 1639-1800 (Ref./Z/1215/q.E92). Material from the nineteenth century (13b) is listed in the Ralph Shaw-Richard Shoemaker American Bibliography...Checklist for 1801-1819 (Ref./Z/1215/.S48). Each title is assigned a number. When material is requested from the Early American Imprints, the assistant needs to know the number and whether the item is in the Evans (pre-1801) or the Shaw-Shoemaker (1801-1819) collection.

For material in the Evans collection, there is a card in the catalog for each author. The card indicates that the author's works "published in America before 1801 are available in this library in the Readex Microprint edition of Early American Imprints." Individual titles, however, are not listed in the card catalog. Neither individual titles nor authors in the Shaw-Shoemaker collection are listed in the card catalog. A short-title listing of Evans imprints may be found in the Microtext Center.

I. ENGLISH BOOKS

The Microtext Center has a microfilm collection of books printed in Britain and of books in English printed elsewhere from 1475 to 1700. The collection is divided into two sets, English Books, 1475-1640 (475r) and English Books, 1641-1700 (474r). Texts available in the first set can be found listed in Pollard and Redgrave's Short-Title Catalogue (Ref./Z/2002/q.P77). The second set has titles listed in Wing's Short-title Catalogue (Ref./Z/2002/q.W5). The number of the reel on which a title is located is listed in the short-title catalogue entry. When a title is requested from English Books, both the call number and the reel number are needed. There are also guides to the series which are located in the Microtext Center and the Reference Room.

J. ENGLISH LITERARY PERIODICALS

English Literary Periodicals is a microfilm series (887r) consisting of about two hundred selected titles published during the seventeenth, eighteenth, and nineteenth centuries. A guide at the Microtext Center lists the titles alphabetically and gives the reel number for each.

K. ERIC (EDUCATIONAL RESOURCES INFORMATION CENTER)

The ERIC microfiche collection (404f) is part of a national information system designed to provide ready access to current research reports in education. The materials are listed in ERIC Resources in Education (Ref./Z/5813/.U3), located in the Reference Room. The entry for each item indicates whether or not an item is part of the microfiche collection. Each item on ERIC fiche is assigned a six digit number preceded by "ED." Numbers preceded by "EJ" are not part of the ERIC microfiche collection. The ERIC collection in the Microtext Center begins with ED 031 605 (January 1970).

L. ENVIROFICHE

The Envirofiche collection (358f) contains material about the environment which is indexed in Environment Abstracts (Ref./Z/5322/.E2E25) and Environment Index (Ref./Z/5322/.E2E3). Only items which have an asterisk (*) in the entry are available in this microfiche collection. Each title is assigned a number consisting of the year (given in two digits) and the item number. Example: 75-00589 is "Solving Noise Problems in the Marine Industry." The Envirofiche collection begins in 1974.

M. HUMAN RELATIONS AREA FILES

The Human Relations Area Files (331f) is a microfiche collection of primary source material (both published books and articles and unpublished manuscripts) on selected cultures and societies throughout the world. There are two guides to the HRAF microfiche. Outline of World Cultures (Microtext and Ref./GN/345.3/q.M87/1975) describes the various cultures for which there is information on the HRAF microfiche. Each culture is assigned a number (e.g., the Ainu of Japan are AB6). Outline of Cultural Materials (Microtext and Ref./GN/33/.Y3/1969) lists the different topics discussed for each culture. Each topic is also assigned a number (e.g.,"Kinship Terminology" is 601). Both the culture number and the topic number must be given to the assistant in the Microtext Center (e.g., to find material on the kinship terminology used by the Ainu, one would ask for the HRAF microfiche, AB6-601).

N. LIBRARY OF AMERICAN CIVILIZATION

The Library of American Civilization is a collection of materials on ultrafiche pertaining to American life from the colonial period to the early twentieth century. This collection includes not only books, both primary source material and secondary works, but also periodicals and pamphlets. Bibliographic access is provided by a set of printed catalogs including Author, Title, and Subject, and the Biblioguide, an organized bibliography of references by topic. These catalogs are located in the Microtext Center and near the Library of Congress Subject Headings List on the main floor. Each Library of American Civilization item is assigned a number. Example:

Life of Nathaniel Hawthorne by Moncure Daniel Conway - LAC 11875

O. UNDERGROUND NEWSPAPER COLLECTION

The Microtext Center has a collection of American and foreign underground newspapers published from 1963 to 1973. Many of these newspapers are indexed in the Alternative Press Index (Ref./Z/6514/.V5A4), located in the Reference Room. There is also a guide to the Underground Newspaper Collection (1123r) in the Microtext Center. In the guide, the newspapers are listed alphabetically along with their dates of publication and microfilm reel numbers.

P. UNITED NATIONS PUBLICATIONS

The Microtext Center has a microprint collection of United Nations publications, including the Official Records, beginning in 1946. Material from 1946-1955 is indexed in Ten Years of United Nations Publications, 1945-1955 (Z/6485/.U445) which is located in the Documents Mezzanine. Items published between 1950 and 1973 are listed in the United Nations Documents Index (Ref./Z/6482/.U45). Items published after 1973 are indexed in UNDEX (Ref./Z/6482/.U45). These indexes are located on the Documents Mezzanine. Each document is assigned a number which is necessary for its retrieval in microprint.

Q. U.S. CONGRESSIONAL PUBLICATIONS

The Microtext Center has a number of government documents, including a collection of Congressional committee hearings and prints which begins in 1869.

For Congresses between 1869 (41st Congress) and 1950 (82nd Congress), the hearings are on microfiche (90f). Indexes to these hearings are located in the serials reading room. To retrieve the fiche, the assistant in the Microtext Center must know the house of Congress, the session of Congress, and the volume number of the hearing.

For Congresses between 1951 (82nd Congress) and 1960 (86th Congress), the hearings are on microfilm (1137r). The guide to these hearings, Government Documents on Microfilm, is located with the microfilm in the Microtext Center.

For Congresses between 1961 (87th Congress) and 1970 (91st Congress, 1st session), the hearings are on microfiche (90f). (See second paragraph above.)

For Congresses beginning with 1971 (91st Congress, 2nd session), the hearings are on microfiche labelled CIS (Congressional Information Service) (246f). Indexes for CIS are located in the serials reading room, and a display there explains how to use the indexes. To locate the microfiche, the assistant must know the year of the index volume in which the publication was listed and the CIS number (e.g., H422-1).

The listing on the following page is a quick guide to the collection of Congressional committee publications.

U.S. Congressional Committee Publications

PERIOD	DOCUMENTS	FORMAT	LOCATION	INDEX
41st-81st 1869-1950	Hearings	Microfiche 90f	Microtext	Index of Congressional Committee Hearings (Ref/Z/1223/.A3/1935) (Ref/Z/1223/.A3/1959)
82nd-86th 1951-1960	Hearings Committee Prints	Microfilm 1137r	Microtext	University Microfilms Government Documents on Microfilm 1971 (Kept with microfilm)
87th-91st/1st 1965-1971	Hearings	Microfiche 90f	Microtext	Monthly Catalog (Ref/Z/1223/.A18) Index of Congressional Committee Hearings (Ref/Z/1223/.A3/1959 and supplements)
91st/2nd 1970	Hearings Committee Prints Executive Reports	Microfiche 246f	Microtext	CIS/Index
92nd 1971-1972	Hearings Committee Prints Executive Reports	Microfiche 246f	Microtext	CIS/Index
93rd 1973-1974	All Documents	Microfiche 246f	Microtext	CIS/Index
94th 1975-1976	Hearings Committee Prints Executive Reports	Microfiche 246f	Microtext	CIS/Index
95th 1977-1978	Hearings Committee Prints Executive Reports	Microfiche 246f	Microtext	CIS/Index
93rd-Present 1973-Present	All Documents	Paper	Documents Mezzanine	Monthly Catalog (Ref/Z/1223/.A18) CIS/Index (Ref/Z/1223/.Z7C5)

R.U.S. JOINT PUBLICATIONS RESEARCH SERVICE

The U.S. Joint Publications Research Service publishes in microform translations of articles and excerpts from books, journals, and other miscellaneous publications from Asian, Eastern European, African, Latin American, and Near Eastern countries as well as articles relating to communism in other countries. Indexes to the series are located in the Microtext Center. The following chart provides a guide to the location and use of the J.P.R.S. microfilm and microfiche.

Year	Title	Index	Microform Call Number	Number to give Assistant
1957-1962	Afghanistan	none	457.2r	microfilm reel number
	Asia	China and Asia	457r	microfilm reel number
	Indonesia	Indonesia: a bibliography	457.3r	microfilm reel number
	Mongolia	Mongolia: a bibliography	457.4r	microfilm reel number
	North Korea	North Korea: a bibliography	457.6r	microfilm reel number
	North Vietnam	North Vietnam a bibliography	457.8r	microfilm reel number
	International Developments	International Developments	461r	microfilm reel number
1962-1970	China and Asia	China and Asia	458r	microfilm reel number
	East Europe	East Europe	459r	microfilm reel number
	Soviet Union	Soviet Union	460r	microfilm reel number
	International Developments	International Developmen	461r	microfilm reel number
1970-1974	China and Asia	Transdex	458r	microfilm reel number
	East Europe	Transdex	459r	microfilm reel number
	Soviet Union	Transdex	460r	microfilm reel number
	International Developments	Transdex	461r	microfilm reel number
1974-1977	Transdex	Transdex	2441r	J.P.R.S. number
1978-	Transdex	Transdex	539f	J.P.R.S. number

The microfilm reel number consists of the title plus the number of the reel (e.g., something in the East Europe category might be on reel EE#156). The J.P.R.S. number is the number assigned to each individual translated article (e.g., "Preparation for the 1980 Moscow Olympics" has JPRS#67869).

VII. OTHER SERVICES OF THE MICROTEXT CENTER

A. COLLEGE CATALOGS

The Microtext Center subscribes to the National Microfilm Library's collection of college catalogs. There are catalogs on microfiche for the current school year and the preceding one. The microfiche are filed by the state in which the school is located. Example: the 1977-78 University of California at San Diego catalog is on microfiche CA46. An index is to be found with the microfiche.

The Microtext Center also maintains a collection of college catalogs in paper. These are located on shelves in the newspaper reading room. American colleges are filed alphabetically. Schools which are "University of _____" are filed under the state or city name (e.g., the University of New Hampshire is filed under "New Hampshire"). Medical, law, and library schools are shelved separately. Foreign schools are filed alphabetically by country and then alphabetically by school name.

B. VIDEOTAPE PLAYER & SLIDE VIEWER

The Microtext Center has a videotape player and a small collection of videotapes available. These videotapes are listed in the card catalog. There is also a slide viewer for slide-tapes which synchronizes the audio and visual parts.

C. FICHE DUPLICATING SERVICE

The Microtext Center has a machine which makes duplicates of microfiche. Charges for fiche duplicating are five cents per copy with the first five copies free. Copies of portions of the Catalog of Serials or the In-Process List may be made free of charge (both paper copies and fiche duplicates).

D. PORTABLE MICROFORM READERS

The Microtext Center has portable readers for microfilm, microfiche, and ultrafiche available. A Dartmouth identification card is required to check out the readers.

E. CASSETTE MUSIC TAPES

Cassette tapes of both contemporary and classical music are available in the Microtext Center for use with tape players in the Tower Room. A Dartmouth identification card is required to check out the tapes.